

**Revised Rules as per UGC (Institutions Deemed to be Universities) Regulations, 2023****RULES****1.0 Governance**

- 1.1 The Institution deemed to be University shall be registered as a not-for profit society under the Societies Registration Act, 1860 (21 of 1860) or as a not-for-profit trust under the Indian Trusts Act, 1882 (2 of 1882) or as a not-for-profit company registered under section 8 of the Companies Act, 2013 (18 of 2013):

PROVIDED that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit society or trust or a company and the sponsoring body shall specifically mention in its registration deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in the future under it:

PROVIDED further that if the sponsoring body of an existing institution deemed to be University does not have a society or trust or company exclusively for running educational institutions, it shall form a new not-for-profit society or trust or company, for the purposes of institution deemed to be University and in such cases, the sponsoring body shall be exempted from transferring its moveable and immovable assets to the newly created society or trust or company, if such sponsoring body provides a notarised affidavit to the effect that the entire moveable and immovable assets allocated to the institution deemed to be University shall not be leased or otherwise disposed of without the prior permission of the Commission:

PROVIDED also that the sponsoring body shall make available the necessary infrastructure for operating the institution deemed to be University without any rental or other such charges.

- 1.2 All moveable and immovable assets of the institution deemed to be University shall be used for the purposes of conducting academic activities, promotion of research and related administrative requirements of the institution deemed to be University, including the outreach educational activities.
- 1.3 The highest governing body of the institution deemed to be University shall be the Executive Council to be headed by the Vice-Chancellor and consisting of not less than ten and not more than thirteen members.
- 1.4 The Executive Council shall be the principal executive body of the institution deemed to be University
- 1.5 **The composition of the Executive Council shall be as under:**
- Vice-Chancellor.....Chairperson;
  - Pro Vice-Chancellor (wherever applicable),
  - two members from amongst the Deans of schools of studies, by rotation, to be appointed by the Vice-Chancellor;
  - one Professor, who is not a Dean, by rotation, to be appointed by the Vice-Chancellor;
  - one Associate Professor, by rotation, to be appointed by the Vice-Chancellor;



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- vi) one Assistant Professor, by rotation, to be appointed by the Vice-Chancellor;
- vii) One representative shall be nominated by the Commission;
- viii) up to four nominees of the Sponsoring body; and
- ix) the Registrar, who shall be the *ex-officio* Secretary of the Executive Council.

## 2.0 Tenure of the members of the Executive Council

- 2.1 All the members of the Executive Council, other than the Vice-Chancellor and Pro-Vice-Chancellor, shall hold office for a term of three years and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.
- 2.2 Members of the Executive Council appointed by the Vice-Chancellor from Professor, Associate Professor and Assistant Professor category shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

## 3.0 Powers and Limitations of the Executive Council

- 3.1 The Executive Council shall have the power of management and administration of the institution deemed to be University.
- 3.2 The Executive Council shall be the final decision-making body of the institution deemed to be University in respect of every matter of the institution deemed to be University, including academic, administrative, personnel, financial, and developmental matters.
- 3.3 Subject to the provisions of these regulations and the rules of the institution deemed to be University, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely :—
  - (a) to appoint such Professors, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose and to fill up temporary vacancies therein;
  - (b) to regulate and enforce discipline amongst the employees of the institution in accordance with the rules of the institution deemed to be University;
  - (c) to provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments;
  - to exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the institution deemed to be University;
  - (e) to make rules and regulations for the institution deemed to be University; and

## 4.0 Meetings of Executive Council:

- 4.1 The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than seven days' prior notice given before every meeting of the Executive Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- 4.2 One-third of the total number of members of the Executive Council shall form the quorum for the meeting.

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- 4.3 In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there is no Pro-Vice-Chancellor in an institution deemed to be University, a member chosen by the other members of the Executive Council present at the meeting, shall preside over the meeting.
- 4.4 Every member of the Executive Council including the Chairperson, shall have one vote and the decisions at the meetings of the Executive Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- 4.5 Any business, which may be urgent in nature, may be carried out by circulation amongst its members.
- 4.6 A copy of the minutes of each meeting shall be furnished to the Chancellor of the institution deemed to be University, as soon as possible after the convening of the meeting.

## 5.0 Termination of membership

If a member other than the Vice-Chancellor and those representing the teachers, accepts a full-time appointment in the institution deemed to be University or fails to attend three consecutive meetings of the Executive Council, without proper leave of absence, such member shall cease to be a member of the Executive Council.

## 6.0 Delegation of Powers of Executive Council

The Executive Council may, by a resolution, delegate to the Vice Chancellor or any other officer or faculty or to a Committee of officers or faculties of the institution deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Executive Council.

## 7.0 Other authorities of institution deemed to be University

### A. Academic Council

- 7.1 The Academic Council shall be the principal academic body of the institution deemed to be University and shall, subject to the provision of the rules of the institution deemed to be University, co-ordinate and exercise general supervision over the academic policy of the institution deemed to be University.

### 7.2 The composition of the Academic Council shall be as under

- i) Vice Chancellor ..... Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable);
- iii) Deans of faculties of the schools and heads of the departments or centres;
- iv) up to ten Professors (excluding those who are Deans of schools and heads of departments or centres) by rotation, to be nominated by the Vice-Chancellor giving due regard to the representation of different schools or departments or centres;
- v) up to five Associate Professors from departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;
- vi) up to five Assistant Professors from the departments or centres other than the heads of the departments or centres, by rotation, to be appointed by the Vice-Chancellor;



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- vii) six persons of repute from amongst the educationists or experts for their specialised knowledge, who are not in the service of the institution deemed to be University, nominated by the Vice Chancellor; and
- viii) the Registrar, who shall be the *ex-officio* Secretary of the Academic Council.

7.3 The representation of different categories shall be through rotation and not through an election and the term of members, other than the *ex-officio* members, shall be three years and the Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

B. **Powers and Functions of Academic Council:** Subject to the provisions of these regulations and rules of the institution deemed to be University, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely:—

- (a) to exercise general supervision over the academic policies of the institution deemed to be University and to give directions regarding methods of instruction, co-ordination of teaching among departments or faculties or schools or centers, evaluation of research and improvement of academic standards;
- (b) to bring about and promote inter-departmental, inter-faculty, inter-school, inter-center co-ordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose;
- (c) to consider matters of general academic interest either on its own initiative, or on a reference by a department or faculty or school or centre or the Executive Council, and to take appropriate action thereon;
- (d) to prescribe courses or programmes of study leading to degree and diploma of the institution deemed to be University;
- (e) to make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the institution deemed to be University;
- (f) to maintain proper standards of the examination;
- (g) to recognise diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the institution deemed to be University;
- (h) to institute Fellowships, Scholarships, Medals, Prizes, etc.;
- (i) to frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.;
- (j) to take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction;
- (k) to recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council;
- (l) to make recommendations to the Executive Council for the establishment or abolition of departments or centres or schools or faculties, etc.
- (m) to make recommendations to the Executive Council; and
- (n) to exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the institution deemed to be University.

C. **Meeting of Academic Council**

- i) The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency

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meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.

- ii) One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii) Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- iv) Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members.

## 8.0 Finance Committee

8.1 The composition of the Finance Committee shall be —

- i) Vice Chancellor - Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable);
- iii) one person nominated by the society or trust or company, as the case may be (wherever applicable);
- iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;
- v) One representative shall be nominated by the Commission;
- vi) three persons to be nominated by the Chancellor; three persons to be nominated by the Chancellor;
- vii) Finance Officer-Secretary- ex officio

8.2 All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.

8.3 The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinise the proposals for expenditure and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

8.4 All proposals relating to the creation of posts and those items which have not been included in the Budget, shall be examined by the Finance Committee before the Executive Council considers them and to decide waiver in fees, the establishment of scholarships, freeship and any other financial benefits.

8.5 The annual accounts and financial estimates of the institution deemed to be University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval.

8.6 The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be University.

## 9.0 Board of Studies:

9.1 There shall be one Board of Studies for each department or school of the institution deemed to be University. The composition of the Board of Studies shall be—

- i) Dean of school or Head of the department - Chairperson;



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- ii) all Professors of the school or department;
- iii) two Associate Professors of the school or department, by rotation;
- iv) two Assistant Professors of the school or department, by rotation; and
- v) two external experts to be co-opted for their specialised knowledge.

9.2 Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in such manner as may be prescribed by the rules of the institution deemed to be University regarding—

- i) courses of studies;
- ii) appointment of supervisors for research; and
- iii) measures for the improvement of the standards of teaching and research.

9.3 The powers and functions of the Board of Studies shall be prescribed by the rules of the institution deemed to be University.

#### 10.0 Selection Committee for appointment of teaching staff

There shall be one or more Selection Committees constituted, for making recommendations to the Executive Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

#### 11.0 Officers of the Institution Deemed to be University:

##### A. Chancellor:

- i) The Chancellor shall hold office for a period of five years from the date of assuming office and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of the Chancellor:

PROVIDED that the Chancellor in the institutions deemed to be Universities shall be appointed by the sponsoring body.

- ii) The Chancellor shall, by virtue of his or her office, be the head of the institution deemed to be University and shall, if present, preside at the Convocations of the institution deemed to be University held for conferring degrees.

##### B. Vice-Chancellor:

- i) The Vice-Chancellor shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

The qualifications of the Vice-Chancellor shall be in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

- iii) The procedure for composition of Search-cum-Selection-Committee (SCSC) for the selection of Vice Chancellor shall be as under—



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- (a) a nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
  - (b) a nominee of the Chairman, University Grants Commission; and
  - (c) an academician, with not less than ten years' service as Professor, nominated by the Executive Council.
- iv) The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:
- Provided that notwithstanding the expiry of the said period of five years, he or she shall continue in office until his or her successor is appointed and enters upon his or her office, however, in no case, the Vice-Chancellor shall hold office beyond the age of seventy years:
- Provided further that the Chancellor may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.
- v) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he or she is unable to perform his or her duties due to ill health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:
- Provided that if the Pro-Vice-Chancellor is unavailable, the Chancellor shall appoint the senior most Professor who shall perform the duties of the Vice-Chancellor, until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

#### C. Powers and duties of Vice-Chancellor.

- i) The Vice-Chancellor shall be the Principal Executive Officer and academic officer of the institution deemed to be University and shall exercise general supervision and control over the affairs of the institution deemed to be University and give effect to the decision of all authorities of the institution deemed to be University.
  - ii) The Vice-Chancellor may, if he or she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the institution deemed to be University by or under these regulations and shall report to such authority at its next meeting the action taken by him or her on such matter:
- PROVIDED that, if the authority mentioned in this sub-regulation is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:
- PROVIDED further that any person in the service of the institution deemed to be University who is aggrieved by the action taken by the Vice-Chancellor under this regulation shall have the right to represent against such action to the Executive Council within ninety days from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.
- iii) The Vice-Chancellor, if he or she is of the opinion that any decision of any authority of the institution deemed to be University is beyond the power of the authority conferred by the provisions of these regulations or that any decision taken is not in the interest of the institution deemed to be University, may ask the authority concerned to



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review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.

- iv) The Vice-Chancellor shall be the ex-officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.
- v) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution deemed to be University, but shall not be entitled to vote unless he or she is a member of such authority or body.
- vi) It shall be the duty of the Vice-Chancellor to see that these regulations are duly observed and implemented and he or she shall have all the powers necessary to ensure such implementation.
- vii) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deem fit.
- viii) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.

**D. Removal of Vice-Chancellor.**

- i) Where there are reasons to believe that the Vice-Chancellor of an institution deemed to be University does not possess the qualifications as required under the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, or is not appointed as per the procedure stipulated in these regulations or has committed any financial or administrative impropriety, the Chairman of Commission shall constitute an enquiry committee consisting of academic, administrative or financial experts to enquire into the matter.
- ii) On the directions from the Commission, the Chancellor shall place the Vice-Chancellor under suspension, pending an enquiry.
- iii) The enquiry committee shall give an opportunity of hearing to the Vice-Chancellor before submitting its report to the Commission and where the report of the enquiry committee confirms the ineligibility or procedural violations or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice Chancellor by following due procedure:

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- iv) Notwithstanding anything contained in these regulations, the Chancellor may, at any time after the Vice Chancellor has entered upon his or her office, by order in writing, remove the Vice-Chancellor from office on the grounds of incapacity, misconduct or violation of these regulations:

PROVIDED that the Chancellor shall make no such order unless the Vice-Chancellor has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

PROVIDED further that the Chancellor may, at any time before making such order, place the Vice-Chancellor under suspension, pending an inquiry.



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**E. Pro-Vice-Chancellor.**

- i) On the recommendation of the Vice-Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor:

PROVIDED further that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Chancellor, who may either appoint the Professor recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend name of another Professor for re-consideration by the Executive Council.

- ii) The term of office of the Pro-Vice-Chancellor shall be such as may be decided by the Executive Council, but it shall not, in any case, exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

PROVIDED that the Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment by following the procedure prescribed for the appointment of Pro-Vice-Chancellor:

PROVIDED further that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor, continue in office, notwithstanding the expiration of his or her term of office as Pro-Vice-Chancellor, until the Vice Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be:

PROVIDED also that, in any case, the Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years.

- iii) The Pro-Vice-Chancellor shall have the powers and duties as may be prescribed by the rules of the institution deemed to be University.
- iv) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

**F. Registrar**

- i) (a) The Registrar shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Executive Council on the recommendations of the selection committee consisting of the following:—
- (a) Vice-Chancellor - Chairperson;
  - (b) one nominee of the Chancellor;
  - (c) two members of the Executive Council nominated by it; and
  - (d) one expert not in the service of the University to be nominated by the Executive Council.
- (b) The meeting of the selection committee shall be fixed after prior consultation with, and subject to the convenience of the Chancellor's nominee and the experts nominated by the Executive Council and the proceedings of the selection committee shall not be valid unless at least three of the Chancellor's nominees or persons nominated by the Executive Council attended the meeting.



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- ii) The Registrar shall hold office for a term of five years from the date of assuming office and shall be eligible for re-appointment for a second term by following the procedure prescribed for Registrar:

PROVIDED that, the Registrar shall retire on attaining the age of sixty-two years and the emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the rules of the institution deemed to be University.

- iii) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- iv) The Registrar shall be ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.

- v) The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.

- vi) The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

PROVIDED that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

- vii) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-regulation (6).

- viii) In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his or her recommendations:

PROVIDED that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- ix) It shall be the duty of the Registrar—

- (a) to be the custodian of the records, the common seal, and such other property of the institution deemed to be University as the Executive Council shall commit to his or her charge;
- (b) to issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- (c) to keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- (d) to conduct the official correspondence between the Executive Council and the Academic Council;
- (e) to supply to the Chancellor copies of the agenda of the meetings of the authorities of the institution deemed to be University as soon as they are issued and the minutes of such meetings;
- (f) to represent the institution deemed to be University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his or her representative for the purpose;



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- (g) to perform such other duties as may be specified in the rules of the institution deemed to be University or as may be required from time to time by the Executive Council or the Vice-Chancellor, as the case may be;
- (h) to enter into an agreement, sign documents, and authenticate records on behalf of the institution deemed to be University;
- (i) to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be University; and
- (j) to conduct the official correspondence on behalf of the authorities of the institution deemed to be University.

#### G. Finance Officer

- i) The Finance Officer shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.
- ii) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:

Provided that, the Finance Officer shall retire on attaining the age of sixty-two years.

- iii) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time.
- iv) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- v) The Finance Officer shall be ex-officio Secretary of the Finance Committee but shall not be deemed to be a member of such Committee.
- vi) The Finance Officer shall—
  - (a) exercise general supervision over the funds of the institution deemed to be University and shall advise it as regards its financial policy; and
  - (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.
- vii) Subject to the control of the Executive Council, the Finance Officer shall—
  - (a) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;
  - (b) be responsible for the preparation of annual accounts and the budget of the institution deemed to be university and for their presentation to the Executive Council;
  - (c) keep a constant watch on the state of the cash and bank balances and on the state of investments;
  - (d) watch the progress of the collection of revenue and advice on the methods of collection employed;



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- (e) ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, schools, faculties, centers and specialised laboratories;
- (f) bring to the notice of the Vice-Chancellor un-authorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault;
- (g) call for from any office, department, school, faculty, centre, laboratory, etc. maintained by the institution deemed to be University any information or returns that he or she may consider necessary for the performance of his or her duties; and
- (h) work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

#### H. Controller of Examinations

- i) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of the institution deemed to be University.
- ii) The Controller of Examinations shall be appointed for a term of five years and shall be eligible for reappointment by following the procedure prescribed for the appointment of Controller of Examination:
- iii) Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.
- iv) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Executive Council from time to time.
- v) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- vi) The Controller of Examination shall arrange for and superintend the examinations of the institution deemed to be University in the manner as may be prescribed by the rules of the institution deemed to be University.
- vii) The Controller of Examinations shall be a permanent invitee to the Academic Council.
- viii) The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

#### I.



- i) The Departments dealing with allied subjects may be grouped into faculties or schools, etc., and every faculty shall be headed by a Dean.
- ii) Every Dean of the school or faculty shall be appointed by the Vice-Chancellor from amongst the Professors in the school or faculty, by rotation, for a period of two years:



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PROVIDED that if there is only one Professor or no Professor in a school or faculty, the Dean shall be appointed, for the time being, from amongst the Professor, if any, and the Associate Professors in the school or faculty.

- iii) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his or her office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be, in the School.
- iv) The Dean shall be the Head of the school or faculty or centre and shall be responsible for the conduct and maintenance of the standards of teaching and research in the school or faculty or centre and shall have such other functions as may be prescribed by the rules of the institution deemed to be University.
- v) The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the school or faculty or centre, as the case may be, but shall not have the right to vote there unless he is a member thereof.

#### J. Head of the Department

- i) There shall be a Head of the Department or chairperson of the centre for each of the department or centre in the institution deemed to be University, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department or centre:

PROVIDED that if there is no Professor in the department or centre or there is only one Professor in the department or centre, whose term as Head of the department or chairperson of the centre is ending, the Vice Chancellor may appoint an Associate Professor as Head of the Department.

- ii) The term of the Head of the department or chairperson of the centre shall normally be two years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the department or chairperson of the centre.
- iii) The powers and functions of the Head of the department or chairperson of the centre shall be prescribed by the rules of the institution deemed to be University.

#### 12.0 Disqualification

- i) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—
  - (a) if he or she is of unsound mind; or
  - (b) if he or she is an un-discharged insolvent; or
  - (c) if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
  - (d) if he or she has not been appointed as per the provisions of these regulations.
- ii) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.



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### 13.0 Miscellaneous matters relating to different authorities

- 13.1 If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the institution deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- 13.2 Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.
- 13.3 Sudden vacancies among the members of any authority or any Committee of the institution deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.

### 14.0 Funds, Accounts, Audit, and Annual Report

- 14.1 The books of accounts of the institution deemed to be University shall be maintained, managed, and operated in the name of the institution deemed to be University and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.
- 14.2 Funds shall not be diverted at any time from the accounts of the institution deemed to be University to any other accounts, including to the accounts of the sponsoring body or to any other body.
- 14.3 The institution deemed to be University shall get its books of accounts audited annually, separately published and uploaded on the website of the institution and the accounts of institution deemed to be University shall also, where required, be open for inspection by the Commission.
- 14.4 The annual financial statements and accounts shall be audited by a qualified professional, a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the institution deemed to be University:

PROVIDED that, the Commission may, on receipt of information regarding financial impropriety or embezzlement or illegal diversion of funds from the accounts of the institution deemed to be University; or of fees being collected against the provisions of these regulations, issue a notice directing the institution deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission or may direct a forensic audit; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be deem fit, under these regulations including the recommendation for withdrawal of institution deemed to be University status, to the Government.

- 14.5 Annual Reports, Annual Financial Statements, and Audit Reports shall be uploaded on the institution deemed to be University website and also on the Commission's portal, after due approval by the Executive Council.

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**15.0 Miscellaneous**

- 15.1 The institution deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than one hundred and eighty days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
- 15.2 The institutions deemed to be Universities shall compulsorily create Academic Bank of Credits (ABC), identities of their students and upload their credit scores in digital lockers and ensure that the credit scores are reflected in ABC portal and adopt Samarth e-Gov.
- 15.3 The institution deemed to be University shall not at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organisation for establishing, maintaining, or operating the off-campus or off-shore campus or constituent units or course or programme of study or department or school or faculty of the institution deemed to be University except in the following cases, namely :—
- (a) the institution deemed to be University, which is eligible under sub-regulations (1) and (2) of regulation 8 may enter into an agreement or arrangement, if—
    - i) the establishment, maintenance, or operation of such institution is permitted under any Act of Parliament or the rules or regulations made there under; and
    - ii) it has made an application under sub-regulation (3) of regulation 8, after following the procedure specified in these regulations
  - (b) the campus to be established under such agreement or arrangement shall be—
    - i) treated as an off-campus centre of the institution deemed to be University as long as such agreement or arrangement remains valid under such law; and
    - ii) subject to similar standards of audit and disclosure as a not-for-profit entity as that of the institution deemed to be University;
  - (c) the institution deemed to be University, which is eligible under regulation 8 may enter into an agreement or arrangement for practical training of students of a skill-oriented vocational courses, if such course is approved by the University Grants Commission or any other body established under any Act of Parliament.
  - (d) twinning Programmes, Joint Degree Programmes, and Dual Degree Programmes shall be offered in accordance with the provisions stipulated in the University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree, and Dual Degree Programmes) Regulations, 2022.
  - (e) the income and property of the institution deemed to be University shall be utilised solely for promoting the objectives of the institution deemed to be University.
  - (f) the Commission shall have the power to issue directions to an institution deemed to be University for implementation of any public policy of the



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Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by the institution deemed to be University.

- (g) no portion of the income and property of the institution deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise how so ever by way of profit to the persons who were at any time or are members of the institution deemed to be University or to any of them or any persons claiming through them:

PROVIDED that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or another person as consideration for any service rendered to the institution deemed to be University or for traveling or other allowances and such other charges.

- (h) in consultation with the Commission, the Government shall have the power to impose such other conditions, not inconsistent with these regulations, in the notification, and the same shall be binding on the institution deemed to be University.

- (i) where the institution deemed to be University wishes to surrender its status of "institution deemed to be University", it shall do so with the prior permission of the Government; and similarly, withdrawal of any constituent units or off-campus or off-shore campus of the institution deemed to be University from the purview of an institution deemed to be University, shall require the sponsoring body to take the prior permission of the Government:

PROVIDED that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the institution deemed to be University or its constituent units, as the case may be, have been accorded the opportunity to qualify for the completion of the programme of study and award of degree.

- (j) the institution deemed to be University shall furnish to the Central Government or the Commission such returns or other information with respect to its property or activities as the Central Government or the Commission may, from time to time, require, within such period as may be specified by the Central Government or Commission.

- (k) convocations of the institution deemed to be University for conferring the degrees or for other purposes shall be held in such manner as may be prescribed by the rules of the institution deemed to be University.

- (l) the Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree of academic distinction conferred on, or any certificate or diploma granted to, any person by the institution deemed to be University for good and sufficient cause:

PROVIDED that no such resolution shall be passed until a notice in writing has been given to that person calling upon him or her to show cause within such time as may be specified in the notice as to why such a resolution shall not be passed and until his or her objections, if any, and any evidence he or she may produce in support of them, have been considered by the Executive Council.

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- (m) in the event of conflict of opinion with regard to the interpretation of these regulations, the opinion of the Commission shall be final.
- (n) the provisions contained in the University Grants Commission (Institutions deemed to be Universities) Regulations, 2023 shall prevail in case of any inconsistency or conflicting provisions in any other regulations issued by the Commission under the provisions of the Act.

#### 16.0 Legal proceedings.

- 16.1 The Registrar may sue or be sued for the purpose of any legal proceedings against institution deemed to be University, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the institution deemed to be University, and have the powers to exercise such powers and perform such duties under the provisions of these regulations.
- 16.2 No suit or legal proceedings shall lie against the Government or the Commission in respect of anything done or purported or intended to be done in pursuance of any of these regulations.
- 16.3 In the event of non-compliance of any of the provisions as enumerated herein above or any other provisions as stipulated in the University Grants Commission (Institutions deemed to be Universities) Regulations, 2023, the Institution shall be liable to be subjected to one or more of the following actions, namely:—
  - (a) for violation of these regulations established by the enquiry committee set up by the Commission or Government, the institution deemed to be University shall be warned in writing with public notice or barred from any expansion in terms of diversification to new courses or programmes of study or departments and establishment of off-campus or off-shore campuses, for a period of three years or as recommended by the enquiry committee, whichever is higher;
  - (b) continuous violation of regulations established by the enquiry committee set up by the Commission or the Government may result in closure of the courses or programmes of study or Departments and off campuses or constituent institutions or off-shore campuses or may result in withdrawal of the status of institution deemed to be University;
  - (c) in order to protect the interests of students in case of surrender or withdrawal of the status, as the case may be, shall take effect only after the last batch of students on the rolls of the institution deemed to be University or its constituent units, has been accorded opportunity to qualify for the completion of the programme of study and award of degree.

#### 17.0 Removal of Difficulty --

UGC reserves the right to remove difficulty(ies) in the course of implementation of this MoA in consultation with the Government of India, Ministry of Education.



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